

**JOB ANNOUNCEMENT**  
**Virginia Department of Labor and Industry**

<b>Job Title:</b>	<b>Asst. Director for Registered Apprenticeships (Program Administration Specialist II)</b>	<b>Position No.:</b>	<b>00541</b>
<b>Recruitment Type:</b>	<b>Open to General Public</b>	<b>Location:</b>	<b>Richmond</b>
<b>Hiring Salary:</b>	<b>Pay Band 5– Starting Salary up to \$43,000 annually with state benefits commensurate w/exp.</b>		
<b>Closing Date:</b>	<b>September 22, 2006</b>		

**Description of Essential Job Duties:**

Serve as Assistant Division Director for Registered Apprenticeship Division providing oversight and guidance in the daily operations of a statewide program responsible for promoting and regulating employer-sponsored apprenticeship programs. This hands-on position will assist in the development and management of program procedures, record-keeping, and promotional strategies designed to increase and enhance apprenticeship opportunities for Virginia's workforce. Additional duties: researches, prepares and responds to proposed legislation and regulations; partners with Division Supervisors to evaluate and ensure consistent interpretation and application of program operations, strategies, and service deliveries; assists in report preparation and analysis of program achievements; performs record-keeping and file maintenance activities; serves as project lead and/or liaison to external committees as directed, and acts on behalf of the Director as necessary.

**Qualifications:**

Preferred candidates will possess a college degree with course work in vocational education, business administration or a related field; and/or demonstrated knowledge/experience in workforce development strategies to include knowledge of the Virginia Workforce Investment Act. Requires proven knowledge/experience with apprenticeship or performance oriented workforce training methods and related policies and regulations; proven project leadership skills; demonstrated ability to research, analyze, interpret and execute federal/state regulations, complex policies, and grant applications; as well as ability to work independently planning, coordinating and organizing multiple projects and initiatives. Must demonstrate effective verbal and written communication skills to include public speaking and considerable public contact experience. Proficiency using PC's and MS Windows is required. Valid Virginia Driver's License is required for occasional local and overnight travel. Verifiable bi-lingual skills in Spanish are preferred. Selected candidates must successfully complete criminal and credit history background checks.

**To Apply:** Submit a completed State of Virginia Application for Employment (State Form – 10-012) to:

VA Dept. of Labor & Industry, HR Office  
13 South 13<sup>th</sup> Street,  
Richmond, VA 23219  
Fax No. (804) 786-0139  
Email: [dolihr@doli.virginia.gov](mailto:dolihr@doli.virginia.gov)

State of Virginia Employment Applications and on-line applications are available at <http://jobs.virginia.gov/emplApplication.html> or visit any VA Employment Commission Office. Resumes may be attached, but are not accepted in lieu of a completed application for employment. Applications must be received by DOLI's Office of Human Resources by 5:00 p.m. on the posted closing date.

**Contact:**     **Human Resource Office**                      **Phone No. (804) 371-2325**

C. Ray Davenport, Commissioner

Appointing Authority

Date

DOLI is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.